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Personnel

**MANAGING THE DEFENSE ENGLISH
LANGUAGE PROGRAM**

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This joint service publication provides guidance for managing the Defense English Language Program (DELP) within the Military Departments. It defines the program, outlines responsibilities and provides guidance concerning resident and non-resident programs for DoD and Security Cooperation Education and Training Program (SCETP) English Language Training (ELT) needs. This publication implements AFD 36-40 *Air Force Language, Region and Culture Program*, DoD Directive (DoDD) 5160.41E, *Defense Language Program (DLP)*, October 21, 2005, DoD Instruction (DoDI) 5160.71, *DoD Language Testing Program*, January 26, 2009, DoDI 5160.70, *Management of Department of Defense (DoD) Language and Regional Proficiency Capabilities*, June 12, 2007; refer to these directives for further information. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for managing the defense english language program. This Air Force Instruction (AFI) may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The Air Force, as the Office of Primary Responsibility (OPR) for this instruction, must approve and publish interim changes. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

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SUMMARY OF CHANGES

This revision of Air Force Instruction (AFI) 36-4003, *Managing the Defense English Language*

Program, renames, updates and supersedes Air Force Joint Instruction 16-103. Specific changes include corrections to procedures, modifications to roles and responsibilities, the addition of a requirements process and updated references to regulations.

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Chapter 1

DEFENSE ENGLISH LANGUAGE PROGRAM (DELP)

1.1. Overview. Per DoD Directive 5160.41E, the Secretary of the Air Force is designated as the Executive Agent (EA) for the Defense Language Institute English Language Center (DLIELC). DLIELC implements the DELP.

1.1.1. The DELP includes all English-as-a-second-language and English-as-a-foreign-language training programs conducted by, or under contract to, a DoD component. The DELP does not include:

1.1.1.1. English-Language Training Programs (ELTPs) for cadets and midshipmen at U.S. Service academies,

1.1.1.2. ELTPs for dependents attending dependent schools operated by DoD,

1.1.1.3. ELTPs for individuals voluntarily pursuing personal growth or academic credit,

1.1.1.4. ELTPs under separate contract by a foreign country to prepare their students to attend DLIELC or follow-on training,

1.1.1.5. English for specific purposes of Defense Agencies designed for internal use or special missions for which the Agency maintains operational responsibility.

1.2. Functional Responsibilities. (T-0)

1.2.1. DoD Senior Language Authority (SLA). Subject to policy oversight of the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD (P&R)), IAW DoDD 5160.41E, the DoD SLA provides overall policy guidance for the Defense Language Program. The DoD SLA is assisted and supported by the Defense Language and National Security Education Office (DLNSEO) and the Primary Functional Sponsor (PFS) for the DELP.

1.2.2. Executive Agent. The Secretary of the Air Force provides oversight of the DELP through the Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) IAW AFPD 36-40 and has delegated EA responsibility to the Air Force Directorate of Force Development (AF/A1D), IAW Headquarters Air Force Missions Directive 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services* and Joint Security Cooperation Education and Training (JSCET) (i.e. AFI 16-105). The Air Force Language, Regional Expertise, and Culture Program Office (AF/A1DV-LREC) functions as the staff action office for AF/A1D.

1.2.3. Primary Functional Sponsor (PFS). The Director, Defense Security Cooperation Agency (DSCA) is designated as the PFS and provides advocacy and policy oversight on matters related to security assistance and security cooperation in support of international English-language education and training. The PFS oversees the DELP to determine the need for improving the quality and efficiency of support to security cooperation programs and to recommend changes to policy, levels of resources, management procedures, or content of training, to meet DoD security cooperation requirements most economically, uniformly and effectively.

1.2.4. Lead Command (LC). As the Education and Training core function lead integrator, Headquarters Air Education and Training Command (AETC) is the LC exercising authority over DLIELC and is charged with the execution of the DELP IAW AFPD 36-40.

1.3. Roles and Responsibilities. (T-0)

1.3.1. Under Secretary of Defense for Personnel and Readiness (USD (P&R)):

1.3.1.1. Provides policy, oversight, and guidance at the departmental level through the DoD SLA on issues regarding language and culture, in addition to responsibilities in DoDI 5160.70 and DoDI 5160.71.

1.3.1.2. Ensures guidance is provided to the EA allowing the EA and LC to synchronize execution with the DELP.

1.3.1.3. In coordination with the EA, annually reviews DLIELC program and budget requirements provided by DLIELC and the EA and advocates for resources in the DoD Planning, Programming, Budgeting and Execution (PPBE) system to ensure DLIELC is capable of performing the full range of its assigned DoD mission.

1.3.1.4. Supports the DLIELC English-language curriculum, test development, and administration, through DoD oversight functions/organizations, such as DSCA and DLNSEO.

1.3.1.5. Provides a representative to the English Language Program Working Group (ELPWG).

1.3.2. Defense Security Cooperation Agency (DSCA): Provides Security Cooperation Education Training Program (SCETP)-related ELT policy guidance, on behalf of the USD (Policy).

1.3.2.1. Provides guidance to the EA for ELT programs and resource allocations plans.

1.3.2.2. Provides a representative to the ELPWG.

1.3.2.3. Advises the EA on student management issues and prioritization.

1.3.2.4. Coordinates interagency initiatives and requirements for ELT, in support of SCETP, with the DoD SLA and the EA.

1.3.2.4.1. Coordinates ELT and/or English Comprehension Level (ECL) waiver requests, policy, and correspondence through the EA for awareness and formal response IAW Figure 1.1.

1.3.2.4.2. Provides prioritization guidance to the EA when coordinating waiver requests.

1.3.2.5. Distributes and enforces DELP policies to the Military Departments (MILDEPs) and Combatant Commands (CCMDs), in coordination with the EA. Ensures each Security Cooperation Officer (SCO) receives new guidance and tracks SCO performance, with regard to regulatory compliance.

1.3.2.6. Develops overall guidance for Country Liaison Officers that covers resourcing, conduct, and oversight. Items covered should include legal status and funding

requirements IAW the JSCET and DSCA Manual 5105.38-M, Security Assistance Management Manual (SAMM).

1.3.2.7. Develops Memorandums of Agreement (MOA) with the implementing agencies and partner countries to ensure procedures are clear.

1.3.2.8. Supports the ELT Requirements Forecast and DELP Program Guidance Letter (PGL) processes via the Defense Security Assistance Management System (DSAMS) and validation of the Annual DLIELC ELT Requirements Forecast.

1.3.3. Deputy Chief of Staff, Manpower, Personnel, and Services, (AF/A1):

1.3.3.1. Delegates DLIELC EA responsibilities under the authority defined in DoDD 5160.41E to AF/A1D and IAW EA responsibilities outlined in Section 1.2.2.

1.3.3.2. Executes EA responsibilities as defined in DoDD 5101.1, *DoD Executive Agent*, and DoDD 5160.41E.

1.3.3.3. Represents SecAF in coordinating all policy issues regarding the DELP.

1.3.3.4. Maintains a separate program element for DLIELC.

1.3.3.5. Develops the overall ELT requirement generation process (See Chapter 4) for resident and non-resident ELT training and establishes student projections to include: DoD Component student requirements (e.g., U.S. Army Element at DLIELC), International Military Students(IMS) projected to attend ELT, as well as Mobile Training Team (MTT) and Language Training Detachment (LTD) requirements abroad.

1.3.3.5.1. Coordinates with the MILDEPs and DSCA on ELT requirements to determine how DLIELC and the LC can best meet training needs and to develop a detailed requirements projection for programming and scheduling purposes.

1.3.3.5.2. Provides the LC with the necessary requirements data to support the DELP PGL.

1.3.3.6. Advocates for programming measures to meet the ELT needs of the DoD Components IAW the SCETP.

1.3.3.7. Provides annual budget and staffs resource requirements for the full range of DLIELC needs and/or requirements to the Office of the Secretary of Defense (OSD) in the overall budget and execution plan.

1.3.3.8. Oversees activity of the ELPWG, which, IAW the ELPWG charter, is comprised of key DELP stakeholders across OSD, the Joint community and the interagency arena.

1.3.3.8.1. Serves as the advisor to all of the Services' English language policy and programming authorities and to the LC.

1.3.3.8.2. Serves to resolve all ELT requirements issues and/or initiatives impacting ELT institutions in the U.S. and abroad.

1.3.3.9. Delegates ELPWG chair responsibilities to the EA.

1.3.3.10. Establishes the Executive Steering Committee (ESC) and delegates ESC chair responsibilities to the EA, IAW AFPD 36-40, which guides Language, Regional Expertise, and Culture (LREC) programs, budget, and policy and AFI 36-2605, *Air Force*

Military Personnel Testing System, to support ELT for partner nations to advance interoperability and security cooperation.

1.3.3.11. Coordinates on issues relating to DLIELC's U.S. Army Element, which is comprised of pre-basic recruits requiring ELT prior to entering the Army.

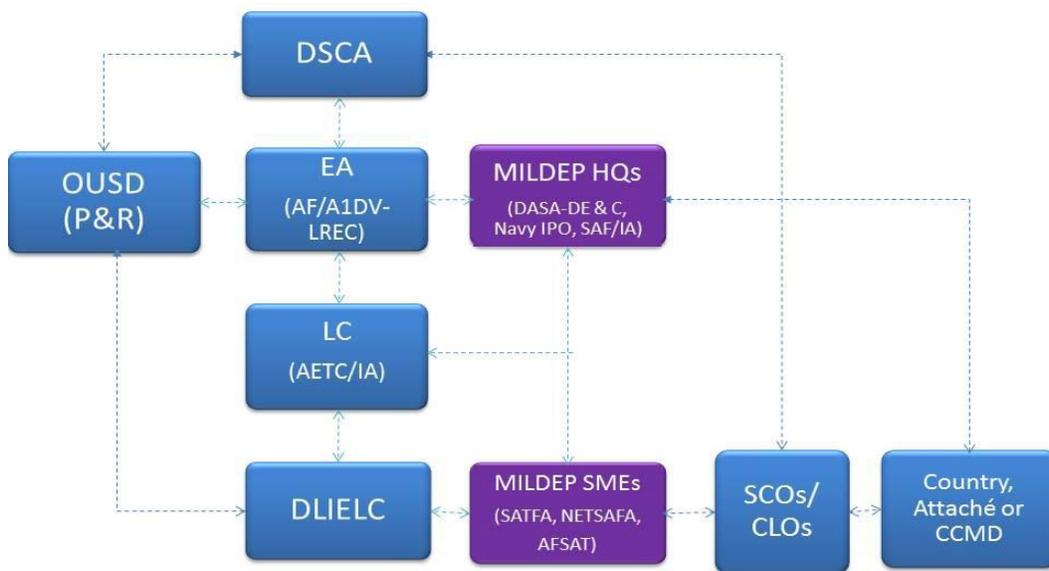
1.3.3.12. Represents the EA, when required, at Security Cooperation Education and Training Working Groups (SCETWGs) in an observer capacity and delegates EA SCETWG attendance to the LC, when necessary.

1.3.3.13. Represents the EA, when required, at the annual DSCA-led Security Assistance/Security Cooperation Training Policy meeting, with DLIELC to discuss DELP-related issues and to gain awareness of security assistance/security cooperation initiatives that may impact the DELP.

1.3.3.14. Oversees ELT prioritization decisions at the appropriate "joint" level by coordinating with the joint services and as advised by DSCA.

1.3.3.15. Ensures all formal policy decisions on DELP-related issues flow through the EA and all issues, waivers, and notifications are properly staffed through the appropriate functional chains of command, per Figure 1.1.

Figure 1.1. DELP Communication Flow.



1.3.3.15.1. Ensures that the EA will courtesy copy the LC on formal DELP communications and positions.

1.3.3.15.2.1. Considers political and prioritization guidance provided by DSCA and MILDEPs in evaluating waiver requests.

1.3.3.15.2.2. Coordinates all ELT waiver requests received from DSCA through

the LC. Note: Coordination of ELT waivers and related correspondence from the EA to and from the LC will be completed in no more than 10 business days. The EA will provide DSCA with a formal response within the same time frame.

1.3.3.15.2.3. Provides coordinated justification to DSCA in the event that a waiver is rejected.

1.3.4. Headquarters Air Education and Training Command (HQ AETC): The Commander, HQ AETC, as the LC, manages, operates, funds, and provides personnel for DLIELC. The Commander, HQ AETC, has delegated LC responsibility for the DELP to AETC International Training and Education (AETC/IA).

1.3.4.1. Programs through the corporate structure for the execution of DoD ELT requirements, to include DLIELC operations.

1.3.4.2. Identifies to the EA needed resources for input into appropriate financial exercises and the Program Objective Memorandum (POM).

1.3.4.3. Provides a representative to the ELPWG.

1.3.4.4. Nominates an individual for the position of DLIELC Commandant and identifies the nominee to the EA for staffing through the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) and to the USD (P&R) for approval.

1.3.4.5. Coordinates with EA on DELP correspondence including ELT and/or ECL waiver requests IAW with Figure 1.1.

1.3.4.5.1. Serves as the primary link between the EA and DLIELC.

1.3.4.5.2. Reviews and staffs DLIELC issues requiring Higher Headquarters (HHQ) attention to the EA for coordination IAW Figure 1.1.

1.3.4.5.3. Courtesy copies the EA on formal DELP communications and positions.

1.3.4.5.4. Coordinates ELT guidance and procedures for security policy documents through the EA to the appropriate MILDEP.

1.3.4.6. Maintains a master list of DoD English-language programs; requests an assessment of new programs by DLIELC; and directs an appropriate level of oversight.

1.3.4.7. Provides the DoD SLA and the EA with an annual assessment of the resident and non-resident DoD ELT programs.

1.3.4.8. Staffs SCETP ELT mission prioritization concerns via the EA to the PFS.

1.3.4.9. Provides recommended prioritization of unfunded MILDEP requirements to the EA.

1.3.4.10. Coordinates with the EA IAW with the ELT requirements process to ensure valid ELT requirements are published in the AF PGL (See Chapter 4).

1.3.5. Each Military Department Headquarters (MILDEP HQ): Deputy Assistant Secretary of the Army for Defense Exports & Cooperation (DASA DE & C), Navy International Programs Office (NIPO), and Deputy Under Secretary of the Air Force, International Affairs (SAF/IA).

1.3.5.1. Establishes ECL/Oral Proficiency Interview (OPI) requirements within the Military Articles and Service List for applicable MILDEP-sponsored Follow-On Training (FOT).

1.3.5.2. Manages IMS Training IAW the JSCET and SAMM, as applicable.

1.3.5.3. Recommends to the EA changes in language curricula to enhance English proficiency of the IMS.

1.3.5.4. Provides a representative to the ELPWG.

1.3.5.5. Designates a focal point for ELT issues/requests by Service. In coordination with the EA, each MILDEP HQ focal point:

1.3.5.5.1. Delegates responsibilities to respective MILDEP Subject Matter Experts (SMEs) as appropriate.

1.3.5.5.2. Validates/approves all Service-related requirements.

1.3.5.5.3. Ensures proper staffing of requests for both resident and non-resident ELT programs IAW the JSCET and MILDEP HQ internal communication processes.

1.3.5.5.4. Submits requests for the development of new resident and non-resident ELT programs to the EA and provides all needed resources to the LC, prior to inclusion in the next programming lifecycle.

1.3.5.5.5. Addresses ELT-related FOT issues, as required.

1.3.5.5.6. Supplements DLIELC staffing, as necessary, to support the DELP and/or Service programs IAW AETC staffing practices.

1.3.5.5.7. Provides funding and coordinates with countries to send students to DLIELC ensuring proper oversight of students, per JSCET, SAMM and AETC guidance.

1.3.5.5.8. Coordinates ELT requirements with the LC prior to Letters of Offer and Acceptance to ensure capacity exists at both DLIELC and FOT, as appropriate.

1.3.6. Combatant Commands (CCMDs):

1.3.6.1. Revalidates and redefines ELT support requirements in cooperation with the EA and Joint Staff during the ELT requirements gathering process to ensure the Theater Campaign Plan can be supported by DLIELC's current and future years' resources. In-theater non-resident ELT programs may feed into the following training pipelines:

1.3.6.1.1. Formal training within the Continental United States (CONUS).

1.3.6.1.2. Formal training program within theater.

1.3.6.1.3. Formal training within third party country.

1.3.6.2. Coordinates with DLIELC to build sustainable and enduring ELT programs in support of defined priority countries and coordinates with partner security assistance providing nations to ensure non-U.S. provided ELT is accounted for in the CCMD's security assistance capacity building (with respect to ELT).

1.3.6.3. Report ELT mission requirements within their area of responsibility in coordination with the Joint Staff upon request.

1.3.6.4. Coordinate with the EA to obtain enduring ELT solutions in priority countries as an ongoing security cooperation tool to ensure furtherance of foreign policy objectives.

1.3.6.5. Provide a representative to ELPWG, including relevant SMEs, as appropriate.

1.3.7. Defense Language Institute English Language Center (DLIELC): Teaches English as a second or foreign language to U.S. military, foreign military, and civilian personnel to prepare them to communicate in English at their FOT and/or teach English in their host country; provides cultural immersion activities; manages the deployment of non-resident English-language specialists to partner states and host nations; and serves as the approval authority on technical sufficiency of contracted ELT programs, in support of the National Security Strategy through the Defense security exchange program and the Defense U.S. security cooperation program.

1.3.7.1. Meets English language education and operational training needs of the DoD IAW DoDD 5160.41E, under the LC.

1.3.7.2. Conducts and serves as the approval authority on technical sufficiency of ELT as part of the DoD SCETP, which includes stable and predictable execution of training provided through: International Military Education and Training (IMET), Foreign Military Sales (FMS), Foreign Military Financing (FMF), deployment of DLIELC MTTs and LTDs; and other approved programs within the CONUS and outside the continental United States (OCONUS), IAW the procedures outlined in the JSCET and as discussed in the SAMM. Note: Resident training refers to training conducted by DLIELC personnel at Joint Base San Antonio (JBSA)-Lackland. Non- resident training refers to training conducted CONUS or OCONUS with DLIELC oversight or instruction at a location, other than JBSA-Lackland.

1.3.7.3. Serves as the approval authority on technical sufficiency of all DoD-initiated or funded ELT programs for DoD personnel, who are non-native speakers of English, regardless of Service, whether executed by DoD Civilian, Active Duty, Contract, or non-U.S. Partner Nation personnel.

1.3.7.4. Coordinates with local mission partners to meet student requirements. Service-specific requirements must be coordinated through the PFS and EA to determine the impact on capacity, mission and funding.

1.3.7.5. Uses DSAMS or other Defense Language Steering Committee (DLSC)-approved forecasting tools to predict student load issues (based on existing or forecasted ELT requirements) and identifies known or anticipated mission shortfalls, as early as possible.

1.3.7.6. Performs student administrative support functions and conducts the Field Studies Program, as directed by the JSCET.

1.3.7.7. Identifies and coordinates existing or projected ELT shortfalls through the LC via a staffing package that includes:

1.3.7.7.1.1. Applicable training requirements, clearly identified, with as much background information, as possible, on countries/programs impacted by the mission

shortfall. 1.3.7.7.1.2. Relevant information on current, possible or planned actions to alleviate specific mission shortfalls (e.g., FMS manpower, contractor support).

1.3.7.7.1.2. Considerations to enable the best and most effective use of ELT manpower resources, as appropriate.

1.3.7.7.1.3. Timeline for required prioritization decision that must be made NLT one quarter prior to the beginning of each fiscal year.

1.3.7.8. Assists in the development of effective, efficient, and sustainable English-language program capacity to meet the validated requirements of the U.S. government, upon request.

1.3.7.9. Conducts annual assessment of known DoD ELT official programs and provides assessments and new proposals to DoD SLA and EA on an annual basis, upon request.

1.3.7.9.1. Provides a tailored solution to the specific need of the assessment, while capitalizing on materials and lessons learned from DLIELC.

1.3.7.9.2. Maintains professional contacts with civilian ELT programs and research in the language acquisition field and suggests enhancements and synergies between all DoD ELT programs.

1.3.7.9.3. Provides technical advice and assesses the quality of proposed or existing ELT activities to other DoD programs with an ELT component, upon request.

1.3.7.10. Identifies to the EA, through the LC, needed resources for input into appropriate financial exercises and the POM.

1.3.7.10.1. Staffs support and resource requirements and issues to the EA, through the LC, to HAF to the USD (P&R) IAW DoDD 5160.41E.

1.3.7.10.2. Identifies capacity limitations (to the EA through the LC) IAW annual resources.

1.3.7.11. Develops and implements a comprehensive security plan that includes all aspects of test design, development, distribution and administration for the DELP IAW DoDI 5160.71.

1.3.7.12. Creates and distributes English-language proficiency test materials and establishes, maintains, and controls access to Web-based English-language proficiency tests for DoD test control centers in cooperation with Defense Manpower Data Center (DMDC) IAW DoDI 5160.71 and DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*.

1.3.7.13. Assists DoD Components to determine recommended ECL and OPI scores for entry into military occupational specialty training or education, upon request, IAW DoDI 5160.71.

1.3.7.14. Administers the English Language OPI, as required, through the heads of DoD components IAW DoDI 5160.71.

1.3.7.15. Coordinates formal ELT positions (waivers, exceptions to policy, formal review of documents, etc.), through the LC and EA to ensure all levels of command are

aware of key issues and concerns and to ensure resource owners have a voice; reference Figure 1.1.

1.3.7.16. Serves as technical advisor to the DLSC IAW DoDD 5160.41E and is authorized direct communication with the DoD SLA and EA. Note: This authorization does not alleviate the need to coordinate communications through the LC chain of command or formally staff programmatic or decisional items through the LC and EA, IAW Figure 1.1.

1.3.7.17. Works with the PFS through the LC and EA to develop a Sustainable Daily Student Load metric useful for strategic programming and capacity estimates. In addition, develops scheduled courses and sets course lengths critical for users to schedule and prioritize allocations for offered courses.

1.3.7.18. Serves as a board member of the ESC and the ELPWG.

1.3.7.19. Prepares and annually updates a 5-year plan (current fiscal year plus 4) and submits it through the LC and EA to the USD (P&R), in synchronization with the contents of the DoD Language, Regional Expertise, and Culture Strategic Plan.

1.3.7.20. Provides an annual program review to the DoD SLA and the DLSC to include performance of DLIELC during the previous fiscal year and plans for program and budget execution for the upcoming fiscal year.

1.3.7.21. Assists and provides EA data to satisfy HHQ-level reporting requirements.

1.3.7.22. Approves performance standards for language laboratory systems provided by the U.S. Army Communications-Electronics Life Cycle Management Command (C-E LCMC).

1.3.7.23. Publishes catalogs, instructions and handbooks, as part of its operations and in support of the DELP. See Attachment 2 for a list of useful DLIELC publications.

1.3.7.24. Maintains a robust historian function for programmatic use and serves as a force enabler to the security cooperation mission by maintaining relationships between alumni and by facilitating engagement between DoD personnel and DLIELC graduates.

1.3.7.25. Takes action to minimize Unauthorized Absence (UA)/Absent Without Leave (AWOL) as directed by current DSCA policy and IAW the SAMM.

1.3.7.26. Maintains working relationship with 802nd Security Forces Squadron, Air Force Office of Special Investigations and local Immigration and Customs Enforcement personnel for the purposes of dealing with UA/AWOL IMS.

1.3.7.27. Develops internal procedures for dealing with high risk of flight students, with a focus on those countries designated as "Special Interest Alien" by the Department of Homeland Security.

1.3.7.28. Ensures adherence to U.S. military standards, both academic and disciplinary, as determined by the DLIELC Commandant, IAW standards common to the IMS' FOT.

1.3.7.29. Develops internal procedures for returning students to their home country for failure to comply with academic and professional standards.

1.3.7.30. Attends annual DSCA-led Security Assistance/Security Cooperation Training Policy meeting with the EA and/or LC to discuss policy issues, as related to the DELP, as well as DLIELC student projections. **(T-0)**

Chapter 2

ENGLISH LANGUAGE TRAINING

2.1. English Language Training for International Military Students (IMS). (T-0)

2.1.1. The American Language Course (ALC). The ALC is the primary English-language course in use at DLIELC. The course is designed to meet the specific training objectives of the military English-language learner. The ALC consists of classroom learning and multimedia instruction. The length of training is variable depending on FOT requirements. The ALC is divided into two phases: General English Training (GET) and Specialized English Training (SET).

2.1.1.1. GET. The GET phase is variable in length and is designed to train students with varying English proficiency levels to achieve their target ECL. This phase develops listening, speaking, reading and writing skills, as well as understanding and use of functions, vocabulary and grammar.

2.1.1.2. SET. The SET phase is a nine-week course, which focuses on the specific language skills and terminology students will need to enter CONUS technical and professional military training. The sponsoring Service determines if SET is required for the student's FOT. Students must achieve the ECL and OPI (if applicable) requirements for FOT, before entering SET.

2.1.2. Field Studies Program (FSP). The FSP is designed to assist the IMS in acquiring a balanced understanding of American society, institutions and ideals, in addition to assisting the students' training and military experience, while in the U.S.

2.1.2.1. Typical activities presented include: lectures, visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, and civic activities.

2.1.2.2. IAW DoD Instruction 5410.17, *United States Field Studies Program (FSP) for International Military and Civilian Students and Military-Sponsored Visitors*, the program is conducted with explanations and open discussions of the following: Internationally-recognized human rights, U.S. government institutions, political processes, judicial system, the role of a free press and other communication media, minority programs, role of labor unions, U.S. economic system, educational institutions, health and human services, American family and community life, including religious and social diversity, environmental protection, public and social welfare and international peace and security and law of war.

2.1.3. FMS Contract Training.

2.1.3.1. ELT may be conducted via contracted training for FMS cases, with agreement between the PFS, the EA and the pertinent MILDEP(s).

2.1.3.2. For approved requests, DLIELC serves as the approval authority on technical sufficiency of ELT and provides technical advice and assistance to education services and contracting officers during the contracting process and execution.

2.1.3.3. Contract options will be considered for surge operations, unprogrammed resident campus requests and requests, which cannot be met with existing capabilities.

2.1.4. English Language Instructor/Manager Courses. DLIELC conducts and oversees courses for international military and civilian instructors, managers and staff of ELTPs. The courses include:

2.1.4.1. Basic and advanced instructor training.

2.1.4.2. Advanced language proficiency skills.

2.1.4.3. Management of ELTPs and observer professional training.

2.2. English Language Training for DoD Personnel. (T-0)

2.2.1. Resident Training of DoD Personnel. When a Service or DoD organization wishes to train personnel in English as a Second Language (ESL) at the resident campus at JBSA-Lackland, the request is sent through the EA to the LC for approval.

2.2.1.1. Training Requirements. The Service, working with the EA, must delineate the projected length of the program, the number of students to be programmed annually and the ELT goals. Respective Service publications must include administrative rules for training and other needs unique to the particular Service.

2.2.1.2. Funding. By request and approval of the EA, the LC will program all needed resources to conduct resident training. The requesting Service must resource requirements for that Service's unique needs (such as student travel or personnel required for command and control). Additionally, the requesting Service resources all training and support requirements, until all needed resources are approved through DoD program/budget processes.

2.2.2. Non-resident Training of DoD Personnel. When a Service or DoD organization wishes to train personnel in ESL at other than the resident campus at JBSA-Lackland, the request is submitted to the EA for review and approval.

2.2.2.1. Non-resident ELTPs for DoD personnel are defined as ELT and skill sustainment programs, which are conducted at sites other than the DLIELC resident campus with DLIELC approval authority on technical sufficiency of ELTPs. These programs are separate from ELT conducted under the SCETP.

2.2.2.2. Nonresident ELTPs for U.S. military personnel, ROTC cadets or foreign national military and civilian personnel working for/with the DoD help members further their training and professional growth. Proficiency objectives of any such program must be based on the special needs of the sponsoring command and are dependent upon the time and resources available.

2.2.2.3. Requests:

2.2.2.3.1. Any agency of a Service or CCMD may request approval to establish and operate a non-resident ELTP.

2.2.2.3.2. Requests will be made to the EA and include as a minimum: Elements of the package for the EA, LC, DLIELC, and any relevant stakeholders to assess the breadth of curriculum/facility/instructor/testing requirements and cost (e.g., course

objectives, desired course content, minimum ECL for enrollment, target ECL for graduation, and annual student throughput).

2.2.3. Support for Approved Non-resident Requests.

2.2.3.1. Personnel. Personnel support is provided on a reimbursable basis only. The requesting agency will provide the necessary funds. The following personnel services are provided by DLIELC to assist in the establishment or delivery of an ELTP:

2.2.3.1.1. MTTs may consist of one or more, deployable ELT subject matter specialists capable of addressing the requirements of a SCO's objectives for a host country ELTP. The mission of a MTT is to provide management advice, guidance, assistance and training in the establishment, operation, and evaluation of the ELTP, when it is considered more expeditious, practical, and cost effective to bring that assistance to the field. MTTs can be for any length of time (up to 179 days). However, MTTs deployed to a combat zone are not required to apply for an administrative extension to exceed 179 days (as outlined in the JSCET). Funds for salary, travel, and per diem of the team must be provided by the requester. The DLIELC Catalog of Material, Courses and Support contains descriptions of MTT services.

2.2.3.1.2. A LTD may consist of one or more ELT subject matter specialists, who are specifically trained to advise and support U.S. commanders in all matters relating to ELT. A LTD may be requested for assignment to the CONUS or OCONUS command on a Permanent Change of Station, without a Permanent Change of Assignment, for a tour of duty, as specified by the Joint Travel Regulation. DLIELC can provide the LTD to the user through a MOA. The user must fund the cost of the LTD. Once established, the LTD is under the operational control of the U.S. command element sponsoring the LTD and maintains liaison with DLIELC. The duties that can be assigned to an LTD include director, manager, supervisor or instructor.

2.2.3.2. Materials. ALC materials are available from DLIELC for use in non-resident ELTPs, at sponsor cost, until resource for such materials are formally transferred in the budget process.

2.3. Support for In-Country Programs under Security Assistance. Establishing in-country ELTPs under Security Assistance supports the foreign policy objectives of the U.S. A host country ELTP prepares IMS for participation in Security Assistance and related programs and assists the country to build ELT capacity to meet partnership goals with the U.S. DLIELC publishes pamphlets and catalogs to assist in planning and selecting service and course support. DLIELC will also consider non-U.S. provided ELT, in order to support this goal of establishing in-country ELTPs.

2.3.1. Personnel. DLIELC English-language specialists and managers are available on a reimbursable basis only. The following personnel services may be requested from DLIELC to assist in the establishment or conduct of an ELTP. The requesting SCO will program necessary funds in the appropriate program.

2.3.1.1. English Language Survey. Deployable teams composed of one or more ELT subject matter specialists are sent to assist the SCO to analyze the requirements of the host country ELTP and to define support requirements for DLIELC MTTs or LTDs.

2.3.1.2. Requestors should program DLIELC MTTs and LTDs according to the JSCET, under AF security assistance team procedures.

2.3.2. Materials. ALC materials are strongly recommended and are available from DLIELC for use in host country ELTPs. Material may be acquired through normal security assistance procedures for the appropriate program. **(T-0)**

2.4. Language Laboratory Equipment. The Department of the Army, through the Communications-Electronics Life Cycle Management Command (C-E LCMC), Army Materiel Command (AMC), is the focal point for all language laboratory systems requirements. All ELTP Laboratory purchases funded via IMET require the pre-approval of the DLIELC Commandant or his/her designated representative.

2.4.1. The designated CCMD and/or SCO Training representative initiates the requirement for Army-procured language laboratory equipment, in support of an in-country ELT program.

2.4.2. For IMET funded lab requirements, the C-E LCMC English Language Laboratory Program Manager, in coordination with SATFA CPM, ensures all requirements supporting in-country ELT are vetted and validated by DLIELC (as DoD proponent), prior to funding. This is a mandatory requirement. Labs funded through FMS coming from USASAC do not require approval from DLIELC, prior to funding

2.4.3. Laboratory system procurement to support the SCETP is outlined in the JSCET. **(T-0)**

Chapter 3

ENGLISH LANGUAGE TESTING

3.1. English Language Testing. (T-0)

3.1.1. Measuring English Language Proficiency. The DLIELC uses three standardized tests to assess an individual's proficiency in the English language.

3.1.1.1. ECL Test. The ECL test was designed to predict success at FOT by assessing English reading and listening skills on a 100-point scale. Because this test is a controlled item, SCOs or local U.S. commanders must appoint a test control officer to obtain the ECL test from DLIELC and administer it IAW the JSCET and DLIELC Instruction 1025.15 and in cooperation with the DMDC for web-based testing. The ECL test is used to determine if a student meets the language requirements for entry into resident DLIELC ELT or entry into Service technical and professional training courses or exercises. Thorough testing is key to ensuring accurate programming at DLIELC.

3.1.1.2. OPI. The OPI measures interactive listening and speaking proficiency through oral interviews conducted face-to-face or telephonically by DLIELC- certified OPI raters, according to the current DLIELC Instruction 1025.9. The OPI rating is used to determine if a student meets the requirements for entry into specified courses or exercises (usually with a safety component). Skill levels range from 0 (No Proficiency) to 5 (Functionally Native Proficiency), based on the Interagency Language Roundtable (ILR) Language Skill Level descriptions. Note: The Oral Proficiency Skills for Aviation Course is offered for aviation students, who have met the ECL requirement, but have not achieved the requisite OPI ratings.

3.1.1.3. English Language Proficiency Test (ELPT). The ELPT measures listening, speaking, reading and writing skills IAW the ILR. ELPT administration can be requested by U.S. military personnel involved in ELT for international military personnel. The test is a controlled item and is therefore administered, according to DLIELC guidelines.

3.1.2. MILDEP and CCMD leadership should work with SCOs to replace paper-based ECL testing with DMDC-delivered (online) ECL testing, wherever adequate IT and other infrastructure is available. Additional information on the web-based testing program will be provided to the CCMDs for their planning efforts.

3.1.3. For additional policy regarding ELT, including country exemptions and test score waiver guidance, refer to the, *“Country Exemption Lists for English Comprehension Level, Test of English as a Foreign Language and Oral Proficiency Interview”* document provided annually by DSCA.

Chapter 4

REQUIREMENTS AND CAPACITY REVIEWS

4.1. Resident English Language Training Requirements. Resident ELT refers to training conducted at DLIELC, JBSA-Lackland.

4.1.1. ELT requirements are gathered to meet POM milestones and to finalize training execution to meet programming and operational requirements.

4.1.1.1. MILDEP SMEs compile ELT requirements for their respective service.

4.1.1.2. Naval Education and Training Security Assistance Field Activity provides all maritime requirements, which include U.S. Navy, U.S. Marine Corps and U.S. Coast Guard requirements.

4.1.1.3. In addition to Army IMS requirements, DASA DE & C will consolidate projected Army non-IMS (U.S. Army Element at DLIELC) requirements from the Human Resources Command, Accessions Management Branch (or its other appropriate offices, as may be determined), to include the number of students by quarter for the current and budget year and annually, through the Future Years Defense Program (FYDP).

4.1.1.4. Air Force Security Assistance Training Squadron provides AF requirements.

4.1.2. Requirements are formatted to include student projections for the budget year and the next four years, IAW the FYDP.

4.1.3. Data details required, at a minimum, include: number of students and training track lines, country, program, funding type (i.e. IMET, FMS, 1206, Combating Terrorism Fellowship Program), course of instruction required, equipment or program supported and baseline programs for continuing ELT programs (such as instructor training). **(T-0)**

4.2. Resident English Language Training Requirements Process. (T-0)

4.2.1. The EA manages the process and initiates annual ELT requirements data call through the appropriate MILDEP HQ IAW with section 4.1. Note: ELT Requirements that emerge during mid-fiscal year will be processed IAW AFI 36-2616, *Technical Training Requirements Programs*.

4.2.2. MILDEP SMEs provide updated ELT requirement projections to MILDEP HQs for validation via the DSAMS ELT application.

4.2.3. MILDEP HQs review requirements for completeness and task for additional information.

4.2.4. MILDEP HQs certify and submit requirements through DSAMS under signature by General Officer/ Flag Officer/ Senior Executive Service to the PFS and send soft copy of the report to the EA.

4.2.5. PFS reviews for completeness and duplications, based on its data sources, and validates the highest probability forecast.

4.2.6. The Director of DSCA signs the validation memo, which includes a summary of the validated student projections for the budget year and the next five years, IAW the FYDP, for each service and the U.S. Army Element at DLIELC, and then forwards the memo to the EA.

4.2.7. AF/A1D will compare DSAMS requirements with historical utilization to validate user requirements. The utilization comparison should inform development of the ELT requirements memo. AETC will assess the projected requirements against DLIELC capacity and advise EA of impacts. AF/A1D then signs the ELT requirements memo and EA distributes the memo and coordination package to the AETC Intelligence, Operations, and Nuclear Integration Directorate (AETC/A2/3/10) for use in POM and budget justification and for inclusion in the DELP PGL. AETC will program for requirements to meet resident requirements and will advise EA of impacts.

4.2.8. MILDEP SMEs formally review ELT requirements annually at the ELPWG and conduct informal ELT status updates.

4.2.9. ELPWG chair presents any annual ELT requirement issues at the ESC for oversight purposes.

4.3. Non-resident English Language Training Requirements. Non-resident ELT refers to MTTs, LTDs and MILDEP satellite organizations away from DLIELC.

4.3.1.1. EA initiates data call through Joint Chiefs of Staff (JCS) J1 to the CCMDs annually.

4.3.1.2. CCMDs provide ELT requirements projections to JCS J1, specifying location, student load and FMS case identifiers, when appropriate, to meet POM milestones in the form of annual program requirements.

4.3.1.3. JCS J1 gathers, organizes and consolidates ELT requirements from CCMD and transmits to EA.

4.3.1.4. ELPWG chair presents annual non-resident ELT requirement issues at ESC for oversight purposes and notifies ESC of capability to meet non-resident requests regarding constraints on resident capability.

4.3.1.5. EA presents annual ELT requirements issues at the DLSC for oversight purposes.

4.3.1.6. EA signs memo to LC to inform programming cycle.

4.3.1.7. LC will program for requirements to meet non-resident requests and will advise EA of impact on resident programs, resulting from support of non-resident requests. (T-0)

4.4. Capacity Reviews. (T-0)

4.4.1. The EA and MILDEP SMEs review quarterly projections for the current and future budget years and provide updates at each ELPWG on student quota trends that may require DELP space adjustments or prioritization efforts.

4.4.1.1. The LC reviews capacity issues and develops Courses of Action (COAs); if unresolved, the LC refers to the EA for consideration and coordination with OUSD (P&R), PFS and the DoD SLA.

4.4.1.2. As required, during the programming process, the LC and EA provide the PFS, OUSD (P&R) and the DoD SLA with POM submission to advocate on behalf of the EA in budget deliberations with OUSD Comptroller.

4.4.2. In the event resident ELT requirements exceed DLIELC capacity, DELP resources must be properly aligned and prioritized to support the resident and/or non-resident and U.S. training missions.

4.4.2.1. The LC identifies capacity issues and reports capacity issues to the EA during quarterly and annual requirement process reviews.

4.4.2.2. EA provides information on capacity limitation(s), including available COAs to PFS for guidance, as needed and/or appropriate.

4.4.2.3. PFS reviews capacity limitations and COAs and consults with OUSD Policy and State Department Political Military Bureau, as needed.

DANIEL R. SITTERLY, Principal Deputy
Assistant Secretary
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 5101.1, *DoD Executive Agent*, September 3, 2002

DoDD 5160.41E, *Defense Language Program (DLP)*, October 21, 2005

DoDI 5160.70, *Management of Department of Defense (DoD) Language and Regional Proficiency Capabilities*, June 12, 2007

DoDI 5160.71, *DoD Language Testing Program*, January 26, 2009

DoDI 5410.17, *United States Field Studies Program (FSP) for International Military and Civilian Students and Military-Sponsored Visitors*, September 15, 2006

DSCA Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, 16 August 2012
AFPD 36-40, *Air Force Language, Region and Culture Program*, October 16, 2012

AFI 16-105/AR 12-15/SECNAVINST 4950.4B, *Joint Security Cooperation Education and Training (JSCET)*, January 3, 2011

AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008 AFMAN 33-363, *Management of Records*, March 1, 2008

DLIELC Instruction 1025.15, *English Comprehension Level (ECL) Test Guidelines*, May 25, 2011

DLIELC Instruction 1025.9, *Oral Proficiency Interview (OPI) Program Guidelines*, October 13, 2011

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFB—Air Force Base

AFJI—Air Force Joint Instruction

AFSAT—Air Force Security Assistance Training Squadron

ALC—American Language Course

AMC—Army Materiel Command

AWOL—Absent Without Leave

C- E LCMC—Communications-Electronics Life Cycle Management Command

CLO—Country Liaison Officer

COA—Course of Action

CCMD—Combatant Command

CONUS—Continental United States

CPM—Country Program Manager

DASA DE & C—Deputy Assistant Secretary of the Army for Defense Exports & Cooperation

DEL P—Defense English Language Program

DMDC—Defense Manpower Data Center

DSAMS—Defense Security Assistance Management System

DLIELC—Defense Language Institute English Language Center

DLP—Defense Language Program

DLSC—Defense Language Steering Committee

DLNSEO—Defense Language and National Security Education Office

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DSCA—Defense Security Cooperation Agency

EA—Executive Agent

ECL—English Comprehension Level

ELPWG—English Language Program Working Group

ELT—English Language Training

ELTP—English Language Training Program

ESC—Executive Steering Committee

ESL—English as a Second language

FMF—Foreign Military Financing

FMS—Foreign Military Sales

FOT—Follow-on Training

FSP—Field Studies Program

FYDP—Future Years Defense Program

GET—General English Training

HAF—Headquarters Air Force

HHQ—Higher Headquarters

HQ—Headquarters

IAW—In Accordance With

ICE—Immigration and Customs Enforcement

ILR—Interagency Language Roundtable

IMET—International Military Education and Training

IMS—International Military Student(s)
JCS—Joint Chiefs of Staff
JSCET—Joint Security Cooperation Education and Training
LC—Lead Command
LREC—Language, Regional Expertise and Culture
LTD—Language Training Detachment
MASL—Military Articles and Service List
MOA—Memorandum of Agreement
MILDEP—Military Department
MTT—Mobile Training Team
Navy IPO—Navy International Programs Office
NETSAFA—Naval Education and Training Security Assistance Field Activity
OCONUS—outside the continental United States
OPI—Oral Proficiency Interview
OSD—Office of the Secretary of Defense
OUSD—Office of the Under Secretary of Defense
OSI—Office of Special Investigations
PFS—Primary Functional Sponsor
POM—Program Objective Memorandum
SAF/IA—Deputy Under Secretary of the Air Force, International Affairs
SATFA—Security Assistance Training Field Activity
SCETP—Security Cooperation Education and Training Program
SCETWG—Security Cooperation Education and Training Working Group
SCO—Security Cooperation Organization/Officer
SecAF—Secretary of the Air Force
SET—Specialized English Training
SFS—Security Forces Squadron
SLA—Senior Language Authority
SME—Subject Matter Expert
UA—Unauthorized Absence
USCG—United States Coast Guard
USD (P&R)— Under Secretary of Defense (Personnel and Readiness)

USMC—United States Marine Corps

USMIL—United States Military

Terms

Defense English Language Program (DELP)— All DoD ELTPs or courses conducted for U.S. or international military or civilian personnel including those aspects of ELTPs of other nations in which DoD personnel take part under the provisions of the IMET, FMS and FMF programs.

Defense Language Institute English Language Center (DLIELC)— DLIELC is a DoD-wide mission to support the DELP. It is located at Lackland Air Force Base TX 78236-5259.

Defense Security Assistance Management System— DSAMS is the system that contains the training module that the services use to load all of the international training requirements and maintain records on all of the international students that have received DoD training.

Executive Agent (EA)— The Secretary of the Air Force is the EA for the DLIELC. The action office is HQ AF/A1DV-LREC.

Foreign Military Sales (FMS)— That portion of U.S. security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, and conducted on the basis of formal contracts or agreements between the U.S. Government and an authorized recipient government or international organization. FMS includes government-to-government sales of defense articles or defense services, from DoD stocks or through purchase under DoD-managed contracts, regardless of the source of financing.

International Military Education and Training (IMET)— That portion of the U.S. security cooperation program that furnishes training to selected foreign military and defense associated civilian personnel on a grant-aid basis. Training is provided at U.S. military facilities and with the U.S. Armed Forces in the United States and overseas, and by use of mobile training teams. Training also may be provided by contract technicians, contractors (including instruction at civilian institutions), or by correspondence courses. The IMET Program is authorized by the Foreign Assistance Act of 1961, as amended.

Language Training Detachment (LTD)— An activity of the DLIELC consisting of one or more English language training specialists deployed to give on-site English language training support on a permanent change of station (PCS), without permanent change of assignment (PCA) basis.

Mobile Training Team (MTT)— For the purpose of this regulation, one or more English language training specialists deployed to give on-site English language training support services on a temporary duty basis.

Oral Proficiency Interview (OPI)— The method used to determine an individual's interactive listening and speaking proficiency.

Security Cooperation Education and Training Program (SCETP)— For the purpose of this regulation, a group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States gives military training by grant, credit or cash sales to further national policies and objectives. Also included in this definition are those programs authorized under Title 10 U.S.C.

and listed in Table C10.T.1 of the Security Assistance Management Manual (DSCA Manual 5105.38-M) that authorize training of international students.

Service— For the purpose of this regulation, “Service” can refer to the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard or any activity within these branches.

Attachment 2

USEFUL ENGLISH LANGUAGE TRAINING PUBLICATIONS

A2.1. 1. *DLIELC Catalog of Materials, Courses and Support.* This catalog lists information and prices for the ALC materials available for purchase through regular support channels. Resident courses and courses available by MTT are described, along with host country and nonresident support services provided by DLIELC language specialists.

A2.2. *DLIELC English Language Training Support for Security Cooperation Organizations.* This handbook provides detailed information pertaining to programming international military students for training at DLIELC and for obtaining services and materials in support of a foreign country's ELTP.

A2.3. *DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.* This instruction provides guidance and rules for the planning and programming of international personnel at the DLIELC resident campus.

A2.4. *DLIELC Instruction 1025.9, Management of the DLIELC Oral Proficiency Interview (OPI) Program.* This regulation establishes guidelines for managing the OPI program and provides guidance to SCOs on OPI scheduling and administration procedures.

A2.5. *DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines.* This regulation provides instructions for the SCO and the ECL Test Control Officer (TCO). It includes details on ECL testing kits, TCO appointments and procedures for ECL test administration.

A2.6. *Ordering Publications.* Order DLIELC publications from DLIELC/LESL, 2235 Andrews Avenue, Lackland AFB TX 78236-5259 or go to the DLIELC website: www.dlielc.edu.